**GO16\_AC\_COMP\_GRADER\_CAP\_AS - Front Range Seattle**

**Project Description:**

*In the following project, you will update the current database. You will import an Excel worksheet into the database as a new table, modify a table, and create a relationship. You will also create queries, forms, and reports to analyze and present data. You will also create a navigation form and modify Access options.*

**Instructions:**

For the purpose of grading the project you are required to perform the following tasks:

| **Step** | **Instructions** | **Points Possible** |
| --- | --- | --- |
| **1** | Start Access. Download and open the file named *go\_aApp\_Cap\_grader.accdb*. | 0 |
| **2** | Create a table in the database by importing the downloaded Excel worksheet named *Cap\_Guides.xlsx*. Indicate that the first row contains column headings and choose Guide ID as the primary key. Name the imported table **Cap Guides**. Do not save the import steps. | 4 |
| **3** | Open the Cap Guides table in Design view. Add a new field between the Last Name and Availability fields, name it **Department**. Use the Lookup Wizard to create a list that includes four options: **Biking**, **Fishing**, **Hiking**, and **Hunting**. | 4 |
| **4** | In the Availability field, set the Validation Rule to **"WD" Or "WE" Or "ALL"** and the Validation Text to **Entry must be WD for weekdays, WE for weekends, or ALL for both** (no period). | 4 |
| **5** | Add a new field at the bottom of the field list. Name the field **Overnight** and select a data type that will allow for a yes or no entry. Save the table. | 3 |
| **6** | Switch to Datasheet view, and update the two new fields for each guide, apply Best Fit to all columns. Close the table, saving changes. Guide ID Department Overnight  GD122 Hunting Yes  GD136 Fishing Yes  GD148 Biking No  GD155 Fishing No  GD167 Hiking No  GD170 Hunting Yes | 4 |
| **7** | Create a relationship between the Cap Guides table and the Cap Customers table using the Guide ID field as the common field. Enforce Referential Integrity, and Cascade Update Related Records. Close the relationship window, saving changes. | 4 |
| **8** | Design a query to display the customer's First Name, Last Name, Guide ID, and the guide's Availability for all records with a Hobby of **Fishing** or **Hunting**. Add the fields in this order, adding the Guide ID field from the Cap Customers table. Do not display the Hobby field in the results. Run the query, and then save the query as **Cap OR Query**. Close the query. | 4 |
| **9** | Design a query to display the average Retail Price of the inventory by Category (add the two fields in that order). Run the query. Save the query as **Cap Average Query**. Close the query. | 4 |
| **10** | Design a query to update the Retail Price for all **Jackets** to reflect a 10% discount (adding the Retail Price field first, and then the Category field). The new retail price will be 90% of the original price. Save the query as **Cap Update Query**. Run the query only once. Close the query. | 4 |
| **11** | Create a crosstab query using the Query Wizard; select the Cap Inventory table for the basis of the crosstab query. Display Sport as the row heading, Category as the column heading, and a count of Item ID. Do not display row sums. Save the query as **Cap Crosstab Query**. Close the query. | 4 |
| **12** | Create a form in Design view based on the Cap Guides table. In the Detail section, add a tab control at the 0.25-inch mark on the vertical and horizontal rulers. Extend the right edge of the tab control to the 5-inch mark on the horizontal ruler. | 3 |
| **13** | To the first page of the tab control, add the caption **Contact Information**. From the Field List, add the First Name, Last Name, Department, Phone, and Email Address fields (in that order) at the 1.5-inch mark on the horizontal ruler and .75-inch mark on the vertical ruler. Apply a Stacked Layout, and then resize the text boxes so the right edge aligns with the 3.5-inch mark on the horizontal ruler. | 5 |
| **14** | To the second page of the tab control, add a caption of **Availability**. Add the Availability and Overnight fields (in that order) at the 1.5-inch mark on the horizontal ruler and .75-inch mark on the vertical ruler. Apply a Stacked Layout. | 4 |
| **15** | In the Form Header, add a logo using *Cap\_Logo.jpg*; resize it to **2** inches wide and **.75** inches tall. Add a title **Cap Area Guides**. Center the title in the control. Save the form as **Cap Area Guides**. Close the form. | 3 |
| **16** | Using the Report Wizard, create a report using the Cap Guides table. Display the guide's Department, First Name, and Last Name (in that order). Group the data by Department, and sort by Last Name. Accept the other default options and title the report **Cap Guide Report**. View the report’s design. Set the height of the Detail section to 1.5". | 4 |
| **17** | Insert a Subform/Subreport control at the 1-inch mark on the horizontal ruler and 0.5-inch mark on the vertical ruler. Using the Subreport Wizard, select the Cap Customer List report. Accept other settings, title the subreport **Cap Subreport**, and finish the wizard. | 4 |
| **18** | In Design view, delete the subreport label control. Remove the Report Header from the subreport. Change the outline of the subreport to Transparent. | 4 |
| **19** | Select the text box controls for Department, Last Name, and First Name. Change the font color to Blue-Gray, Text 2 and apply Bold. Drag the Page Footer section bar to the 1.5-inch mark on the vertical ruler, if necessary. Save and close the report. | 3 |
| **20** | Open the Cap Inventory Report in Design view. Change the height of the Report Header section to 1.2". In the Report Header, add a button at the 4-inch mark on the horizontal ruler and the 0.75-inch mark on the vertical ruler. Caption the button **Add Item**; embed a macro to display the Cap Inventory Form in Form View and Edit Data Mode. Close the Macro Designer, updating the property. Save and close the report. | 4 |
| **21** | Based on the Cap Customers table, create a report in the Design view. Display the following fields in the report: First Name, Last Name, Address, City, State, Postal Code, and Hobby (in that order) at the 1.5 inch mark on the horizontal ruler and one dot below the Detail section bar. Resize the text boxes so the right edge aligns with the 3-inch mark on the horizontal ruler. Save the report as **Cap Customer Report by Hobby**. | 5 |
| **22** | Add the *Cap\_Logo.jpg* to the Report Header. Resize it to **1.5** inches wide and **.5** inches high. Add the title **Cap Customer Report by Hobby** to the Report Header. Bold and center the title. Resize the title control so that the right edge aligns with the 6-inch mark on the horizontal ruler. | 3 |
| **23** | Group the report by Hobby. Sort the report by Last Name, in ascending order. Keep whole group together on one page. Move the Hobby controls to the Hobby Header section. Delete the Hobby label control, and then move the Hobby text box control to the left edge of the Hobby Header section. Reduce the height of the Detail section to 2 inches. Resize the report to 7 inches wide. Save and close the report. | 5 |
| **24** | Open the downloaded Word file *Cap\_Flyer.docx*. Begin a mail merge to create a letter using the Cap Fishing Query as the recipient list. Replace the words *First Name* and *Last Name* with the appropriate merge fields from the query. Save the document as **Cap\_Flyer\_Main**. Use the Snipping Tool to create a screenshot of your screen, and save the file as a JPEG using the file name **FlyerMain**. Close the Word document.  In the database, create a blank form in Design view. In the Detail section, insert the image file, *FlyerMain.jpg* in the upper left corner. Save the form as **Cap Merge**. Close the form. | 6 |
| **25** | Create a Navigation form using the Vertical Tabs, Left layout. Close the Field List. Add the Cap Customer Report by Hobby, Cap Guide Report, and Cap Inventory Report reports to the Navigation Form (in that order). Save the form as **Cap Navigation Form**. Close the form. | 4 |
| **26** | From Backstage view, display the Access Options dialog box. For the Current Database, set the Application Title as **Front Range Action Sports - Seattle**.   Customize the Quick Access toolbar for the current database only by adding the Close Database and Quick Print icons (in that order). Click OK to close the dialog box. Click OK to close the message box. | 4 |
| **27** | Close all database objects. Close the database and then close Access. Submit the database as directed. | 0 |
|  | **Total Points** | **100** |